Texas Fire Chiefs Association

## DOCUMENT SUBMISSION FORM

**Candidate Department: Irving Fire Department**

Best Practice Standard: 6.04 Pre-Fire Plan Target Hazards and/or All Commercial Occupancies

**Proofs of Compliance Submitted:**

1. Pre-fire Planning Directive
2. GOP 16.5 – Pre-Fire Planning and Database Management
3. Sample Prefire Plan - Schnee Morehead

**Submitted By: Scott Johnson, Program Manager** | **Date:**

**Evaluator's Review**

**Evaluator:** **Date Accepted:**

# Departmental Directive

**TO:** All Members of the Fire Department

**FROM:** Russell W. Wilson, Assistant Fire Chief

**DATE:** July 11, 2013

**DISPOSITION:** Retain Until Otherwise Directed

**SUBJECT:** General Procedures – 12.11 – Life Safety Systems and 16.5 – Pre-Fire Planning and Database Management

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General Procedure 16.5 – Pre-Fire Planning and Database Management has been revised and new General Procedure 12.11 – Life Safety Systems has been added to the Irving Fire Department General Procedures Manual.

You can find a copy of this General Procedure on the J: drive, IFD Guidelines-Policies and Procedures (Official Copy)\Current General Procedures PDF.

Russell W. Wilson, Assistant Fire Chief
Irving Fire Department

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**16.5 – Pre-Fire Planning and Database Management**

**A.      Purpose**

Set forth a procedure to select, submit, enter, and update pre-fire plans (PFP).

**B.      Requirements**

1.      The Communication Battalion Chief will chair a PFP Coordinating Committee that addresses all issues involving Pre-Fire Planning and Database Management.

2.      Each station shall have a Captain that is selected by the Communication Battalion Chief, which will be the District PFP Coordinator for all three shifts.

3.      The PFP Coordinating Committee will determine the number of plans to be completed each year and the target hazards to focus on.

**C.      Selection of Locations to be Pre-fire Planned**

1.      Captains work with their District PFP Coordinator to determine tactically significant occupancies to pre-plan for.  What determines a tactically significant occupancy varies, but may include:

   a.      Industrial facilities

   b.      HAZMAT facilities

   c.      Manufacturing

   d.      Large storage facilities

   e.      Assembly occupancies

   f.      Large Mercantile

   g.      Apartment complexes

   h.      High rise buildings

   i.      Health care facilities

2.      The Communication Battalion Chief and the District PFP Coordinator shall maintain an electronic list of the proposed PFP to be completed for each calendar year.

**D.      PFP Quality Assurance and Responsibility**

1.      Pre-fire planning is a vital component of efficient and safe fire ground operations. It is critical that PFP drawings are done uniformly, neatly, and accurately.

2.      Captains can assign PFP drawing responsibilities to anyone on their crew. However, that captain maintains responsibility for the accuracy, quality, and content of all PFP's submitted by their crew.

3.      Attention to detail must be taken to ensure the accuracy of these plans and to eliminate any possibility of major erroneousness information in PFP content.

**E.      PFP's not completed**

1.      All PFP under construction are saved on the stations external hard drive located at the station creating the plan. No incomplete plans are saved anywhere else in the network including the J:\ drive folders or individual desk tops.

2.      The PFP file name is saved as follows:

    a.      Street name, direction, address number, and suite number (if any):

        i.      For example, Irving Blvd W 845

**F.      Completion of the PFP**

1.      Notify your Captain and District PFP Coordinator of the plan needing approval.

2.      The District PFP Coordinator either:

    a.      Approves the plan as is and sends it to the Communication Battalion Chief, or;

    b.      Will request changes to the plan and return the file back to the original planner.

3.      Email the completed PFP document to the Communication Battalion Chief. The Communication Battalion Chief will coordinate with the Public Safety IT personnel for placement on the network for Mobil Data Computer (MDC) access.

**G.      District PFP Coordinator Responsibilities**

1.      Coordinate the selection of PFP's to be completed by all three shifts at your station for each calendar year.

2.      Approve or disapprove PFP's submitted by their station.

     a.      Provide revision information to the Captain who submitted the plan.

     b.      Approves the plan as is and sends it to the Communication Battalion Chief.

3.      Maintain your stations PFP on the station external hard drive in one of two folders "PFP Under Construction" and "PFP Complete".

4.      Respond to requests from station captains on any issues related to PFP's.

**H.      Updates of Existing PFP's**

Occupancies often undergo changes in everything from contact information to major renovations. The following section outlines the steps necessary to ensure accuracy of the PFP database.

1.      Verify PFP's Information at least annually.

     a.      The Communication Battalion Chief will run a report for all stations prior to beginning PFP for a calendar year. It will include information on which businesses have a PFP.

     b.      The station captain will set an appointment with the occupancy having an existing PFP; the officer shall ensure that the plan accurately represents the location.

     c.      The data should be verified with the electronic version of the plan from the MDC.

2.　PFP's Needing Updates To Anything Other Than Contact Information

    a.　When a PFP is found that needs updating, the officer shall make a request via email to the District PFP Coordinator to release the plan back to the "Under Construction" folder of that station.

    b.　The District PFP Coordinator will coordinate with the Communication Battalion Chief to get the file from the network sent back to them. They will then place it in the station's "Under Construction" folder located on the stations external hard drive.

    c.　Once the plan is updated and ready to be released from the "PFP Under Construction" it will follow the same approval steps as those outlined in VI Completing PFP listed above.

3.　PFP's Needing Updates To Contact Information Only

    a.　Changes in contact information should be submitted by email to the Communication Battalion Chief and copy the District PFP Coordinator.

**I.　Viewing Completed PFP's**

1.　Once the PFP has been loaded on the network the Communication Battalion Chief will notify the District PFP Coordinator.

2.　Completed PFP's can be viewed on the MDC once notification is receive from the District PFP Coordinator.

**J.　Communication Battalion Chief**

1.　PFP Database Manager

2.　Maintain integrity of PFP documents.

3.　Ensure that file name meets E.2.a requirements above.

4.　Release files from network to District PFP Coordinator.

5.　Coordinate with the Public Safety IT personnel for placement of PFP's on the network.

**K.** **Database Management**

1. "Under Construction" Folder

   a. Files within this folder are either existing plans undergoing updating or new plans under construction. Additionally, this folder should include a text document indicating PFP assignments for that district. Once a plan is completed, it is removed from "Under Construction" and placed in the "Complete" folder.

2. "Complete" Folder

   a. Files in this folder are completed, but not yet approved by the District PFP Coordinator of that district. Once these files are approved, they are removed from the "Complete" folder and emailed to the Communication Battalion Chief.

3. Network

   a. This is the database and final destination for all PFP's so that they can be recalled on an as needed bases by operations personnel.

**L.** **Prefire Plan Design Criteria**

The following building features must be on all pre-fire plans as appropriate. Only IFD approved symbols can be utilized as represented in the symbols chart. For features not represented in the Symbols Chart, have the District PFP Coordinator forward a request to the Communication Battalion Chief over PFP's for a new symbol approval.

1. Permanent Construction Features:

   a. All exterior and interior walls in black

   b. All exterior and interior doors in black

   c. Stairs

   d. Roof stairs

   e. Roof or attic HVAC units

2.  Fire Service Features:

    a.  Risers, standpipes, and sprinkler connections

    b.  Fire alarm control panels

    c.  If there are hydrants serving that occupancy list the water main size

3.  Knox Box location

4.  Indicate whether the building is sprinklered, non-sprinklered, or partially sprinklered.

    a.  For those occupancies that are partially sprinklered, indicate which areas are sprinklered.

5.  Fire walls are double black lines with a text stating "Fire Wall"

6.  Utility Features:

    a.  Main gas shut off

    b.  Main water shut off

    c.  Main electrical disconnect and all electrical panels deemed appropriate

    d.  Electrical lines posing a hazard

7.  Plot Features:

    a.  Plot plans will be the first page of the plan

    b.  A compass indicator indicating the buildings orientation

    c.  Electrical lines that crews operating on scene may come in contact with

    d.  Room numbers, suite numbers, building numbers, apartment numbers, etc.

8. Hazard Features:

    a. Hazardous conditions are shown with red font on a pre-fire plan

    b. Large pits, indoor pools, chemical vats, collapse hazards, lexan windows, etc.

    c. Truss construction alone does not require the use of red on a pre-fire plan.

    d. NFPA 704 placards

        i. One per plan listing the most hazardous products on site

    e. Any unspecified hazards or hazardous contents are noted by a red text stating the nature of the hazard.

9. Pre-Fire Plan Features:

    a. Place the name of the business and address as large as possible at the bottom of the drawing.

    b. The grid should contain the following information:

        i. Emergency Contact Information

        ii. Captain responsible for the plan

        iii. Month and year plan is done

        iv. What page of how many pages.

10.  Listed below are standard symbols for hand-drawing on the pre-fire plan, along with their meanings:

| E | = Electric Panel or Closet |

| EM | = Main Electric Power Meter |

⊖-E = Remote 4-way FDC

⊢E = Wall Mounted 4-way FDC

⊘< = Remote 2-way FDC

K< = Wall Mounted 2-way FDC

(6) = Hydrant 6 inch main

(8) = Hydrant 8 inch main

(10) = Hydrant 10 inch main

(12) = Hydrant 12 inch main

| SR | = Sprinkler Riser

◇◇ = NFPA 704 Placard

| HVAC | = Heating, Ventilation, Air Conditioning

(RS) = Roof Standpipe

(S) = Standpipe

—(V)— = Water cut-off valve at street

(G) = Gas cut-off

| ANUN | = Anunciator

| FC | = Fire Control Panel

| KX | = Knox Box

Irving Fire Department
Pre-Fire Plan

| Emergency Contact No.: | |
| Captain: | |
| Month/Year Completed: | |
| Page No.: | Page 9 of 9 |

**BUSINESS NAME:** _____

**ADDRESS:** _____

Date: 12/11/10

Address: 111 n. Nursery Rd.

Business Name: Schnee Morehead     Type Occupancy: Chemical Manufacturing

Night Ph #: Joe Malto    Cell – 214 – 802-9057    Home - 972 – 943 – 3434

Pat Marino    Cell - 214 – 770- 1122    Home - 972 – 296-1897

Construction:  Masonry, Corrugated Metal

App. Size: total Sq. ft. *See site maps

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Fire department Connection: On south side of Extrusion (1$^{st}$) building On East side of Mixing room Building (1701), and East side warehouse.

Type of System: Sprinklered, Deluge system w/monitor on drive between buildings

Hydrants: 111 N. Nursery Rd. (W. side), 108 N. Nursery Rd. (E. side)

Utility Cut Offs: Gas – On Nursery in front of Extrusion Bldg.

Water – On Nursery in front of Extrusion Bld

Electric- Main Transformer on Nursery E. side of Extrusion Bldg., individual cut-off for each building

Entry Points: East drive from Nursery North Drive and South drive.

Products: Caustic Soda, Butyl Acrylate, Trimethylopropane Trimethacrylate, Methyl Methacrylate, Glacial Acrylic acid, Luperox P Ato Cat, Isobutyraldhyde, Dry, Breckosol, Silane, Toluene, Xylene, Mineral Spirits, Shellsol, Tert Butyl Acetate, Methyl Acetate, Toluene Diisocyanate.

Key Fire Department Points: Storage tanks, Mixing tanks, Polymerization process, Scrubbers, Fire and runoff potential, Vapor spread.


*See Schnee Morehead file for MSDS's (J drive), site maps and all emergency contact names and numbers.

# EMERGENCY PHONE NUMBERS

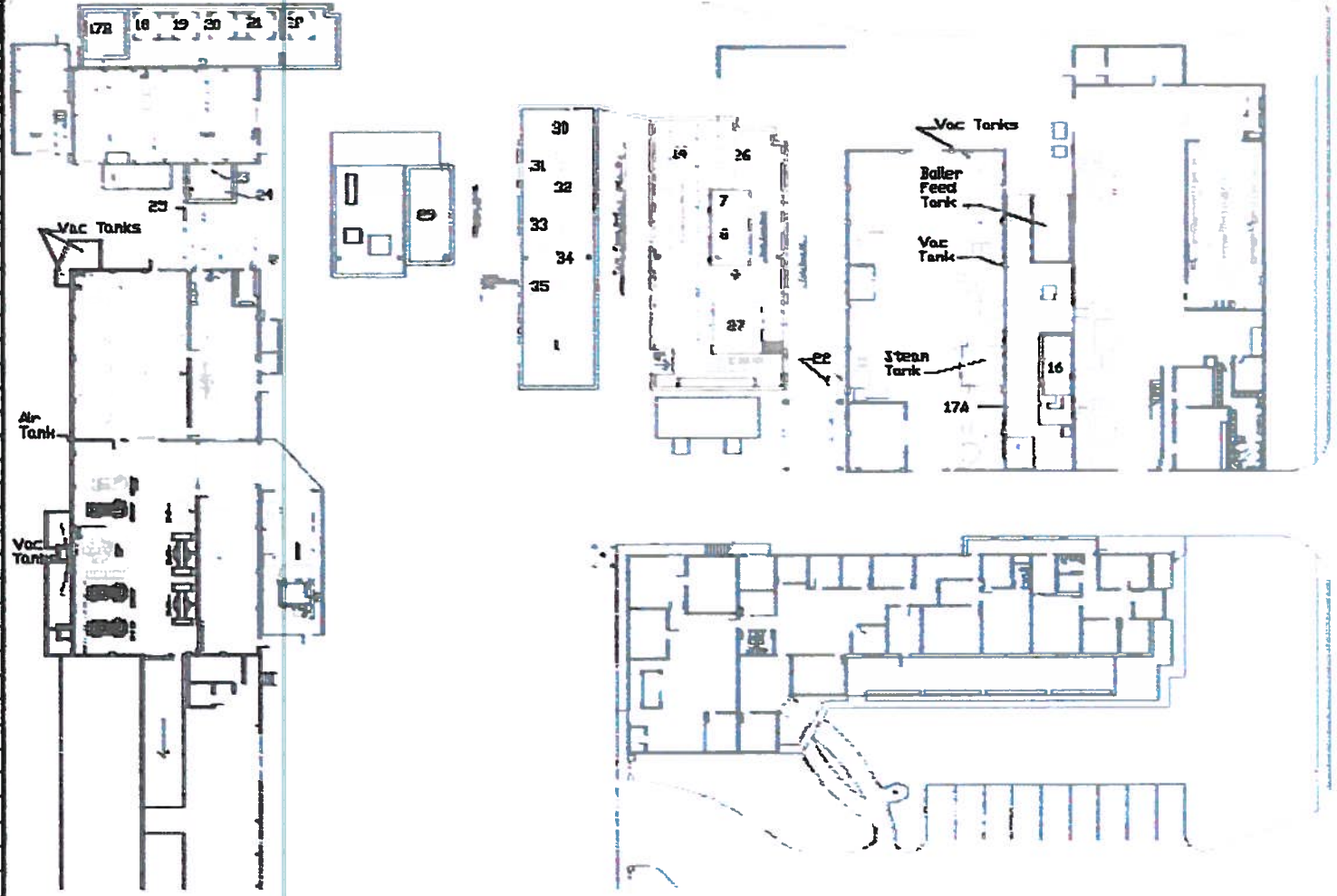| Emergency Coordinator | Cell # | Facility # | Home # |
|---|---|---|---|
| 1. Joe Malato | 214-802-9057 | 972-579-3103 | 972-943-3434 |
| 2 Pat Marino | 214-770-1122 | 972-554-3940 | 972-296-1897 |
| 3. John Boyce | | 972-554-3974 | 817-571-0469 |
| 4. Jack Hamilton | | 972-554-3938 | 940-321-1525 |
| 5. Anthony Gill-Ottinger | | 972-554-3931 | 972-570-1496 |
| 6. Ron Caffey | 817-319-4990 | 972-554-3935 | 817-498-0629 |

National Response Center (FIRE, EXPLOSION OR SPILL):      1-800-424-8802

State Pollution Control Agency (EMERGENCY COORDINATOR WILL MAKE A CALL)
TACB Texas Air Control Austin.......................................      512/451-5711   EXT. 210

Chemtrec – Information to help with large chemical spills      1- 800-424-9300

Poison Control Information:  Parkland Hospital      1-800-764-7661

Gas Supply Company:    TXU Gas Co.      1-800-817-8090
Electric Company       TXU Electric Co.      1-800-233-2133


Texas Department of Water Resources District, Duncanville, TX      214-298-6171
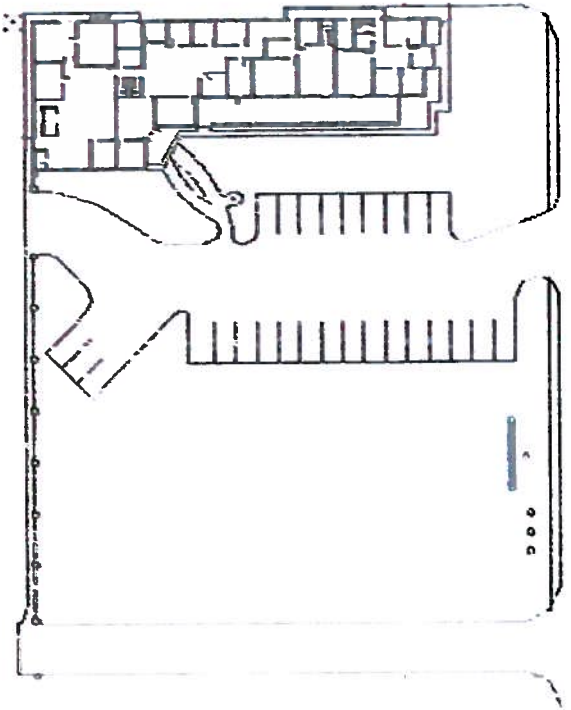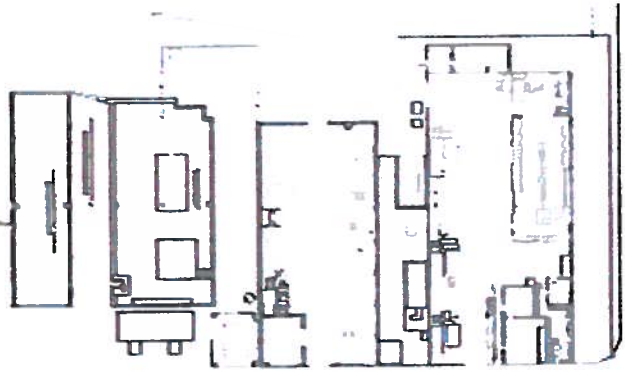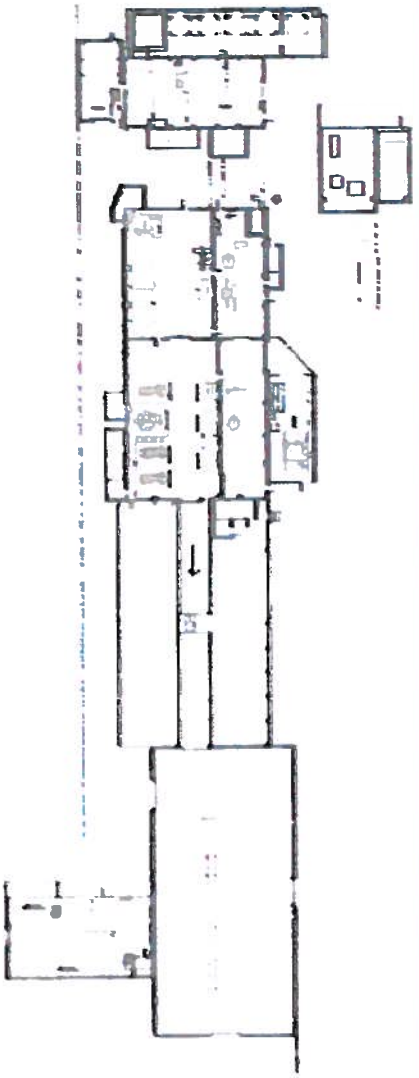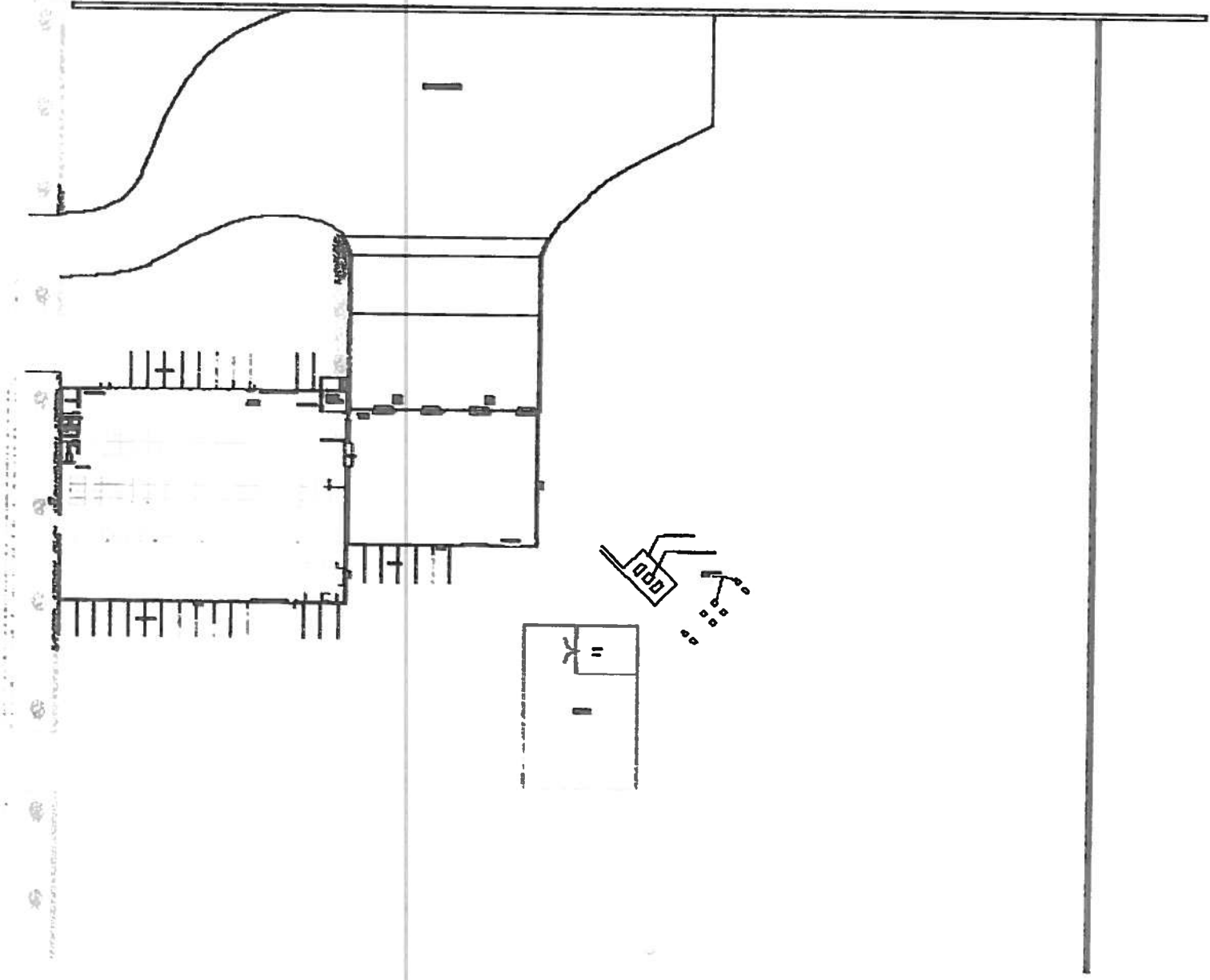
| No. | Contents of Tank | Volume Gallons | Flash Point Degrees F. |
|---|---|---|---|
| 1 | Toluene ST 32 Virgin | 9000 | 45 F. |
| 2 | (Removed) | N/A | N/A |
| 3 | (Removed) | N/A | N/A |
| 4 | (Removed) | N/A | N/A |
| 5 | (Removed) | N/A | N/A |
| 6 | (Removed) | N/A | N/A |
| 7 | ER 2520 Tank B   Latex | 8000 | N/A |
| 8 | ER 163      Tank A Latex | 8000 | N/A |
| 9 | Toluene  ST 32  Reclaim | 2000 | 45 F. |
| 10 | (Removed) | N/A | N/A |
| 11 | (Removed) | N/A | N/A |
| 12 | (Removed) | N/A | N/A |
| 13 | (Removed) | N/A | N/A |
| 14 | Toluene ST 32 D   Distilled | 5000 | 45 F. |
| 15 | (Removed) | N/A | N/A |
| 16 | Polyurethane Polymer PL 02 | 8000 | |
| 17A | Caustic Scrubber Solution | 3500 | 45 F. |
| 17B | Caustic Scrubber Solution | 4500 | 45 F. |
| 18 | AR 01   Acrylic Base | 4500 | 171 F. |
| 19 | AR 02   Acrylic Base | 4500 | 171 F. |
| 20 | AR 05   Acrylic Base | 4500 | 171 F. |
| 21 | AR 05   Acrylic Base | 4500 | 171 F. |
| 22 | Nitrogen | 1600 | N/A |
| 23 | Monomer Blend | 800 | −37 F. |
| 24 | Toluene ST 32 | 800 | 45 F. |
| 25 | Monomer Blend | 800 | −37 F. |
| 26 | Toluene ST 32 | 6000 | 45 F. |
| 27 | Chill Water | 20000 | N/A |
| 28 | B6 Base | 4500 | |
| 29 | UP05 Polyol | 6000 | 450 F. |
| 30 | Methyl Acrylate AM12 | 6000 | 37.4 F. |
| 31 | Lauryl Methacrylate AM05 | 6000 | 45 F. |
| 32 | Butyl Acrylate AM01 | 8000 | 105 F. |
| 33 | Sanitizer PL10 | 8000 | 45 F. |
| 34 | Mineral Spirits   ST34 | 9000 | 45 F. |
| 35 | Toluene ST 32 | 6000 | 45 F. |